

## **K. CLIP APPEAL PROCESS**

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Employees will make a formal request for reconsideration of their CLIP evaluation ratings utilizing the following process:

**STEP 1:** An employee who does not agree with the evaluation may request, in writing, a review of the evaluation with the reviewing official. This written request must be made within five working days of the initial performance evaluation meeting between the rater and the employee. The reviewing official will schedule a meeting with the employee within two weeks of receipt of the request from the employee. The reviewing official may also meet with the rater during the same two week period. Upon meeting with the employee, the reviewing official will respond in writing within three business days to the employee's request.

**STEP 2:** If agreement is not reached between the employee and reviewing official, the employee will request, in writing, a meeting with the administrator (if the administrator is not the reviewing official). The written request by the employee must be made within five working days from the date of the reviewing official's response. The administrator will schedule a meeting with the employee within two weeks of the receipt of the request from the employee. The administrator may meet with the rater and the reviewing official during the same two week period. The administrator will then respond in writing to the employee's request within three business days following the meeting with the employee.

**STEP 3:** If agreement is still not reached, the employee will request in writing within five business days from the date of the administrator's response, a meeting with the DFA Human Resource Manager. The DFA Human Resources Manager may meet with the employee, rater, reviewing official and/or administrator (if not the reviewing official). The DFA Human Resource Manager, along with the Assistant Revenue Commissioner for Administration and Operations (Revenue Division) or the DFA Deputy Director (all other DFA appeals) will analyze the information and present the findings within fifteen days of the appeal request and prepare a summary of the findings and a determination. This will be submitted to the DFA Director, the employee and all other management levels involved in the appeals process.

**STEP 4:** If the employee is not satisfied, s/he may appeal to the DFA Director in writing within ten business days of the date of the summary and determination from the DFA Human Resources Manager and Assistant Revenue Commissioner or DFA Deputy Director.

**STEP 5:** The DFA Director will make a determination regarding disposition of the review within thirty business days. The DFA Director may meet with the employee and/or all levels of management involved if necessary. The decision of the DFA Director is final and binding.

In most cases, the employee will use the CLIP Appeal Process providing that the review is valid and presented within the rating period in question; however, an employee may utilize the DFA EEO/Grievance Procedure regarding CLIP evaluations if the basis of the complaint is unlawful discrimination or the evaluation leads to disciplinary action.